



Coxheath Parish Council Minutes

Date:	Tuesday 29th October 2019
Venue:	Small Hall, Coxheath Village Hall, Stockett Lane, Coxheath
Present:	Cllrs: C Parker (Chairman); J Wilson (Vice Chairman); C Bird; D Carpenter; G Down; R Divall; V Page; E Potts; C Skinner; E Small; R Webb; K Woollven
In Attendance:	I Bowie - Clerk 3 Members of the Public

The Chairman opened the Parish Council meeting at 7:33 pm.

Main Meeting:

1. Apologies and absences:

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

There were none

2. Request to film or record all or part of the meeting:

Legislation allows for meetings to be recorded by anyone attending. Persons who have concerns about being recorded should please speak to the Clerk.

There were none

3. Consideration of items to be taken in private because of the disclosure of exempt information:

There were none

4. To Receive Declarations of Interest and Dispensations:

To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers. To consider any Dispensation requests received by the Parish Clerk and not previously considered.

There were none

5. To receive reports from:

- | | | |
|-----|--|-----------|
| 5.1 | Police Representative and Community Warden | No report |
| 5.2 | Kent County Councillor | No report |
| 5.3 | District Councillor | Cllr Webb |

Cllr Webb gave his report concerning planning, enforcement issues and parking problems within the parish. Cllr Webb proposed that the parish council consider the provision of a memorial seat to Brian Mortimer. This was AGREED in principle by all present.

- 5.4 Chairman of the Parish Council Cllr Parker
Cllr Parker confirmed a meeting had been arranged for the 5th November with the Headteacher of the school.
- 5.5 Open Spaces Councillor Cllr Bird
Cllr Bird gave his report.
- 5.6 Green Planet Action Group Cllr Small
Cllr Small reported that a meeting has been arranged with the Green Planet Action Group for the 7th November.

6. Minutes of the Parish Council Meeting :

To consider the minutes and if in order sign as a true record

- 6.1 Minutes of Parish Council Meeting 24th September 2019
The minutes of the meeting were circulated to all councillors prior to the meeting for them to be reviewed. Cllr Divall proposed that the minutes be accepted with 2 amendments as a true account of the meeting and this was seconded by Cllr Down.

RESOLVED: Councillors agreed that minutes were an accurate record of the meeting and were signed by Cllr Parker

7. Matters arising from the minutes (not included in other agenda items)

- 7.1 Medical Centre Cllr Wilson reported that there had been no changes since the last report.
- 7.2 Defibrillator in the Village Centre. The Clerk reported that she was awaiting details of the KALC supplier to ensure best value for money.
- 7.3 Bi-Monthly Meetings with Chartway - Future meetings will be attended by Cllr's Webb; Wilson; Potts and Divall.
- 7.4 Village Hall Acoustics It was AGREED to reorganise the layout of the tables for parish council meetings and assess any acoustic improvements.
- 7.5 Replacement Litter Bins/ Location of Salt Bins
It was AGREED that:
- Cllr Webb to follow up with replacement litter bins with Stuart Wilson
 - Clerk to identify KCC salt bins
- 7.6 Parish Noticeboards Clerk to follow up
- 7.7 Replacement Bollards Clerk to follow up

8. Councillors' Individual Reports: (not included in other agenda items)

- Litter Pick 1st December and 4th December 2019
- Section 106 funds from Londis – to be reviewed at the next planning meeting
- MBC removed an abandoned vehicle very quickly after it had been reported.
- Coxheath Minutes to Kent Messenger Village Correspondent.
The Clerk confirmed she had emailed the KM Correspondent the draft minutes and agendas. It was RESOLVED that only approved minutes would be circulated to the KM Correspondent. Further that a dedicated table would be provided for the press at PC meetings. Proposed by Cllr Carpenter , seconded by Cllr Down and agreed by all.
- MBC Call for Sites
It was AGREED that the planning committee would ask all Cllr's for their views on the sites identified in Coxheath. It was further agreed that Cllrs from the planning committee would liaise with Loose and East Farleigh PC's. It was RESOLVED that Cllr Wilson would be the lead Cllr for the parish council's response. Proposed by Cllr Parker seconded by Cllr Webb and agreed by all.

9 Finance:

- 9.1 To Agree Financial Performance Against Budget September 2019 :
To be deferred to the Finance Committee meeting on the 19th November 2019.
- 9.2 Parish Council Banking Arrangements:
The Clerk reported that problems were still being encountered with NatWest.
It was RESOLVED to change the banking mandate to allow for one signatory to facilitate the switch to online banking.
The Clerk reported that she had opened an account with First Unit Trust .

- 9.3 Update of account for 2019/20 including payments received: Appendix A
- 9.4 Accounts paid since the last meeting to be ratified: There were none
- 9.5 Accounts for payment:
- | | | |
|-------|--|-----------------|
| 9.5.1 | David Mann Grass Cutting and Planting | £ 615.47 |
| | David Mann Football Pitches Cutting October | £ 200.00 |
| | Total Payment David Mann | £ 815.47 |
| 9.5.2 | Vodafone Parish Mobile 8 October – 7 th November | £ 38.00 |
| 9.5.3 | HP Instant Ink 20 August – 19 September | £ 17.99 |
| 9.5.5 | Village Hall (Hire and Office Cleaning) 1st July to 30th September 2019, | £ 119.25 |
- 9.6 Payment requests to be discussed for approval and payment
- | | | |
|-------|---|-----------|
| 9.6.1 | Clerks Salary October 2019 | £ 1072.28 |
| 9.6.2 | HMRC Q2 | £ 1435.79 |
| | PKF Littlejohn Audit Fee | £ 360.00 |
| | Coxheath VH Parish Council Grant Re-issue of Cheque | £ 7250.00 |
| | Avongale It Support | £ 648.00 |
| | G Down Litter Pick Expenses | £ 8.00 |
- All payments proposed by Cllr Wilson seconded by Cllr Skinner and AGREED by all.
- 9.7 Late Payment Request/s to be discussed for approval and payment
- 9.9 Tree Survey
The Clerk confirmed that remedial work had been completed on the trees overhanging Linden Road gardens.
It was AGREED that a full tree survey by a qualified arborist would be proposed to the VHMC with a view to sharing the cost. Cllr's Carpenter, Skinner and Potts to discuss with the VHMC.
- 9.10 To receive the Notice of Conclusion of Audit 2018-19
The Notice was received. It was agreed that the Clerk would clarify the 'Except For', regarding an uncashed cheque from 2017-18, comments as it was unclear where this would be deducted from.

10 Planning:

- 10.1 To receive draft minutes of Planning Committee Meeting 17th October 2019
The meeting on the 17th October was cancelled. No planning applications were received.
- 10.2 To table planning applications dealt with since last meeting. There were none.
- 10.3 To table decisions by the Planning Authority since the last meeting
- | | | |
|--------|--|------------------------------|
| 10.3.1 | <i>19/504258/FULL Emmaus 75 Heath Road Coxheath ME17 4EH</i>
First floor side extension. | Application Permitted |
| 10.3.2 | <i>19/504253/LAWPRO 5 South Crescent Coxheath ME17 4QB</i>
Lawful Development Certificate for a proposed hip to gable roof extension with 2no. roof lights to the front and a dormer to the rear. | Application Permitted |
| 10.3.3 | <i>19/504196/FULL 75 Park Way Coxheath ME17 4ET</i>
Demolition of existing conservatory and erection of a single storey rear extension. | Application Permitted |
| 10.3.4 | <i>19/504063/FULL 23 Stockett Lane Coxheath ME17 4PT</i>
Demolition of existing rear garden room and garage and erection of single storey rear and side extensions. | Application Permitted |
- 10.4 Adoption of Play areas from MBC Update
Cllr Wilson and the Clerk reported on a meeting with Andrew Williams MBC. They reported that the PC can progress to adopt both Fairhurst Drive and Whitebeam play areas. A peppercorn rent would be charged. MBC would conduct a safety review of the play areas and make good any repairs prior to the handover to the PC. The process may take up to one year to complete.

11 Neighbourhood Plan and Strategic Planning:

All matters were reported as ongoing.

Update

12 Traffic and Community Safety:

Review Progress

- 12.1 HGV Pilot Scheme Initiative Cllr Wilson gave his report. He was optimistic that the initiative would proceed.
- 12.2 20 mph Initiative Outside the School To be discussed with the school at the 5th November meeting.
- 12.3 Highways Improvement Plan (HIP) Meeting to be arranged with KCC Highways.
- 12.4 Parking Notices To be added to the HIP for discussion with KCC Highways
- 13 Youth and Recreation:** Review Progress
- 13.1 Youth Shelter
The Clerk reported that Chartway had offered to refurbish and move the Youth Shelter. It was agreed that Cllr Potts would discuss a possible relocation with the VHMC and report back.
- 14 Development of Multi-Use Games Area (MUGA):** Update
The Clerk reported that Chartway had agreed to a 50% payment on the signing of the contract and the remaining 50% payable on completion of the MUGA. It was RESLOVED to accept this proposal. Proposed by Cllr Parker seconded by Cllr Page and agreed by all. It was further agreed that the Clerk would contact Gullands, to when the contract was made available by Chartway for review.
- 15 Seasonal Events:**
Cllr Webb gave his report.
It was AGREED that the Clerk would email a copy of the parish council Public Liability Certificate to Cllr Webb. It was agreed that Cllr Webb would arrange for the Christmas Lights to be PAT tested.
It was RESOLVED to purchase a new Christmas Cup. Proposed by Cllr Page seconded by Cllr Divall and agreed by all. Cllr Webb to progress.
It was agreed that the parish council would purchase a Wreath from the RBLI for Remembrance Sunday.
- 16 Correspondence:**
- 16.1 To table items of late correspondence :
- 16.2 Items circulated for information: For further information contact the Clerk
- 16.2.1 Interfaith week 2019
- 16.2.2 KCC Public Health Media Release: 'Every Mind Matters' campaign underway in Kent
- 16.3 Items acted on:
- 16.4 Items for discussion/action
- 16.4.1 Parish Seminar - Thursday 28th November - MAID, SWA, GRA & DART
- 16.4.2 KALC Meetings 11th November , AGM 16th November
- 16.4.3 Tree Forum in Maidstone 2nd November
- 16.4.4 KALC Update for Local Councils + VE DAY 75 8th May 2020
- 16.4.5 Proposed new KALC post and KALC AGM 30 November 2019
- 16.4.6 NALC Policy Consultation E-Briefing 12-19 Independent Review Into Local Government Audit Call For Evidence
- 16.4.7 Rural/Market Towns Group of the Rural Services Network
- All items of correspondence were noted.
- 17 Website Improvements:** The Clerk gave her report. A more detailed report would be provided at the next meeting when the Hugo Fox site had been investigated further.
- 18 Date of Future Meetings: 7.30 pm in the Small Hall, Coxheath Village Hall 26th November**

Signed *Clive Parker*

Chairman of the Parish Council

Date 26th November 2019

Appendix A

Coxheath Parish Council Bank Reconciliation October 4th 2019

29th October Parish Council Meeting

Financial year ending 31 March 2019

	£	£
Balance per bank statements as at 04/10/19:		
Current Account	250.00	
Business Reserve 1	1,721.30	
Business Reserve 2	342,911.67	
		344,882.97
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 04/10/19 (enter these as negative numbers)		
Cheque Number 2525 Kenward Trust	(400.00)	
Cheque Number 2527 Heart of Kent hospice	(400.00)	
Cheque Number 2530 D Mann	(815.47)	
Cheque Number 2535 Pre School	(995.00)	
Cheque Number 2526 Kent Air Ambulance	(400.00)	
		(3010.47)
Add: any un-banked cash as at 04/10/19		-
Net balances as at 04/10/19		£ 341,872.50
Less payments 29/10/2019		
Village Hall	£ 7250.00	
Dave Mann (Grass Cutting/Maintenance)	£ 815.47	
Clerk Salary October	£ 1072.28	
Clerk Expenses October	£ 55.99	
HMRC Q2	£ 1435.79	
PKF Littlejohn Audit Fee	£ 360.00	
Rent Hall/Office Cleaning	£ 119.25	
Avongale IT Support	£ 648.00	
Gordon Down (Litter Pick)	£ 8.00	
Total Payments 29/10/19		£ 11,764.78
Balance of all Accounts		£ 330,107.72

Coxheath Receipts 2019-20 October Meeting

					£
30/04/2019	Receipt	NatWest	Bank interest	Coxheath Business Reserve 1	3.98
31/05/2019	Receipt	NatWest	Bank interest	Coxheath Business Reserve 1	3.30
28/06/2019	Receipt	NatWest	Bank interest	Coxheath Business Reserve 1	2.41
31/07/2019	Receipt	NatWest	Bank interest	Coxheath Business Reserve 1	2.45
30/08/2019	Receipt	NatWest	Bank interest	Coxheath Business Reserve 1	1.61
30/09/2019	Receipt	NatWest	Bank interest	Coxheath Business Reserve 1	0.86
05/04/2019	Receipt	MBC	Precept	Coxheath Business Reserve 2	80,000.00
31/05/2019	Receipt	MBC	Parish Services	Coxheath Business Reserve 2	3,139.00
Scheme 1st payment					
30/04/2019	Receipt	NatWest	Bank interest	Coxheath Business Reserve 2	56.45
31/05/2019	Receipt	NatWest	Bank interest	Coxheath Business Reserve 2	57.67
31/07/2019	Receipt	NatWest	Bank interest	Coxheath Business Reserve 2	61.97
30/08/2019	Receipt	NatWest	Bank interest	Coxheath Business Reserve 2	56.35
30/09/2019	Receipt	NatWest	Bank interest	Coxheath Business Reserve 2	58.24
28/06/2019	Receipt	NatWest	Bank interest	Coxheath Business Reserve 2	52.58
Total Receipts					83,496.87